# BUSINESS OR PROFESSION WORKSHEET

NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ YEAR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Business, Product or Service\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Name & Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Do you deduct expenses for business use of your home? If **NO,** proceed to Section 1. If **YES** fill in the

Following section:

Square feet of home \_\_\_\_\_\_\_\_\_\_ Square feet of business use area\_\_\_\_\_\_\_\_\_\_

Amount of time home used for business as in day care or storage \_\_\_\_\_\_\_\_\_\_

Utilities: Heat $\_\_\_\_\_\_\_\_\_\_\_ Electric $\_\_\_\_\_\_\_\_\_\_

Telephone $\_\_\_\_\_\_\_\_\_\_\_ Prop. Tax $\_\_\_\_\_\_\_\_\_\_

Mortgage Interest . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . \_\_\_\_\_\_\_\_\_\_

Repairs to office area only . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . \_\_\_\_\_\_\_\_\_\_

Repairs to common areas like roof, siding etc. . . . . . . . . . . . . . . \_\_\_\_\_\_\_\_\_\_

Casualty losses . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . \_\_\_\_\_\_\_\_\_\_

Home Owners insurance . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . \_\_\_\_\_\_\_\_\_\_

## SECTION 1

GROSS CASH RECEIPTS OR SALES . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . \_\_\_\_\_\_\_\_\_\_\_\_

GROSS CREDIT CARD RECEIPTS OR SALES (1099-K) . . . . . . . . . . . . . . . . . . . . . . . . . . . . \_\_\_\_\_\_\_\_\_\_\_\_

### COST OF GOODS SOLD

Inventory at beginning of year . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . \_\_\_\_\_\_\_\_\_\_\_\_

Purchases of Goods for Resale . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . \_\_\_\_\_\_\_\_\_\_\_\_

Less: Inventory at end of year . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . \_\_\_\_\_\_\_\_\_\_\_\_

## SECTION 2

### DEDUCTIONS

Advertising \_\_\_\_\_\_\_\_\_\_\_\_ Repairs & maintenance \_\_\_\_\_\_\_\_\_\_\_\_

Car & truck expense \_\_\_\_\_\_\_\_\_\_\_\_ Supplies \_\_\_\_\_\_\_\_\_\_\_\_

Commissions & fees \_\_\_\_\_\_\_\_\_\_\_\_ Taxes & licenses \_\_\_\_\_\_\_\_\_\_\_\_

Insurance: Travel, meals, entertainment:

Liability \_\_\_\_\_\_\_\_\_\_\_\_ Travel \_\_\_\_\_\_\_\_\_\_\_\_

Workman’s Comp \_\_\_\_\_\_\_\_\_\_\_\_ Meals & entertainment \_\_\_\_\_\_\_\_\_\_\_\_

Business vehicles \_\_\_\_\_\_\_\_\_\_\_\_ Utilities \_\_\_\_\_\_\_\_\_\_\_\_

Personal vehicles \_\_\_\_\_\_\_\_\_\_\_\_ Wages \_\_\_\_\_\_\_\_\_\_\_\_

Employee health \_\_\_\_\_\_\_\_\_\_\_\_ Off Road Fuel (Gal\_\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_

Personal health \_\_\_\_\_\_\_\_\_\_\_\_ Diesel (Gal\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_

Interest: Gasoline (Gal\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_

Mortgage \_\_\_\_\_\_\_\_\_\_\_\_ Other Expenses:

Other \_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_ \*\*Please note that 2013 businesss miles are

\_\_\_\_\_\_\_\_\_\_\_\_ Calculated at 56.5 cents per mile\*\*

Legal & Professional \_\_\_\_\_\_\_\_\_\_\_\_

Office expense \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Rent of lease: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Vehicles \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Other business property \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

(OVER PLEASE)

#### EQUIPMENT BOUGHT

WHAT WAS BOUGHT DATE COST AFTER TRADE-IN WHAT WAS TRADED IN

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**EQUIPMENT SOLD (NOT TRADED)**

WHAT KIND DATE SOLD DATE BOUGHT SOLD ($)

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#### OTHER EXPENSES OR COMMENTS

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